

Delaware Homeland Security Terrorism Preparedness Working Group
Delaware Emergency Management Agency
Meeting Minutes
March 28, 2011

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. Training and Exercise Subcommittee Meeting Minutes from February 2, 2011
 - c. Training and Exercise Subcommittee Meeting Minutes from March 1, 2011
 - d. Delaware Homeland Security Terrorism Preparedness Working Group Reallocation (DHSTPWG) Summary
 - e. DHSTPWG Meeting Minutes from January 10, 2011
 - f. FEMA Grant Program Directorate Update Critical Emergency Supplies
 - g. Clarification of Sustained and New Project sheet
 - h. FY2011 Homeland Security Grant Program Project Requests
 - i. Delaware Funding History- Fiscal Year 2006-2010
 - j. Delaware Information Bulletin No. 354- February 1, 2011
2. January 10, 2011 minutes were reviewed and approved. (**Motion: Colonel Dallas Wingate; Second: Lt. Bruce VonGoerres– Passed Unanimously**)
3. **Old Business:**
 - a. **Communication Interoperability**
 - 1) Interoperable Emergency Communications Grant Update– Courtney Emerson provided an update on planning activities: An inventory of communications assets is scheduled for April 2011. Plan alignment and rewriting continues. The NECP Goal 2 capabilities evaluation is underway and the performance evaluation will be held May 14 at Dover Downs. (**OPEN**)
 - b. **Subcommittee Reports**
 - 1) Training and Exercise Subcommittee (Robert Newnam, Chairman) – The Subcommittee met on February 2, March 1, and on March 21 of 2011. Minutes of the February 2nd and March 1st meeting were distributed to the Working Group. The Subcommittee approved expenditures of \$24,000.00 for Big Rig Rescue training and \$24,000.00 for Explosive Ordnance Disposal training. The training will provide 12 EOD technicians instruction on making homemade explosives with commercially available household products. The Subcommittee approved expenditure of \$1,971.00 for Advance IED Threat Assessment training, \$1,600.00 for online training to aid Information Security Technicians in securing mainframe systems and \$3,252.40 for the SunGard International User Group Forum. The FY20011 SHSP Project Request for T&E was developed at the meeting on March 21st. (**OPEN**)
 - 2) Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee – (Secretary Lewis Schiliro, Chairman) – Bryant Baker briefed system hardware is in the process of being ordered, the design phase of

Delaware Homeland Security Terrorism Preparedness Working Group
Delaware Emergency Management Agency
Meeting Minutes
March 28, 2011

projects are 97% complete, and the charter document has been completed and is under review.

- c. **Equipment Procurement Process (Jennifer Dittman)** – Information Bulletin No 354 was reviewed. It addresses FEMA policy on extension request for FY 2006 Preparedness Grant Programs. FY06 will not be extended beyond June 30, 2011. FY10 funding will be released shortly. The disciplines can provide data to implement spending plans and can start sub-grant applications for FY2010. Critical Emergency Supplies (Authorized Equipment List 21CR-00) such as shelf stable food products, water, and basic medical supplies are allowed under the following grant programs: Emergency Management Performance Grants (EMPG), State Homeland Security Grant Program (SHSP), Urban Area Security Initiative (UASI) and Tribal Homeland Security Grant Program (THSGP). The vehicle purchasing process established under former Secretary Mitchell is no longer binding.
4. **New Business:**
- a. **Funding Reallocation** – Reallocations were presented and approved. Of note, Dave Mick stated \$5,000.00 for computer upgrade was not included in FY06/FY07 SHSP Investment 1. The reallocation was tabled. A motion to approve all other reallocations was made. (**Motion: Chief William Topping; Second: Timothy O’Hea— Passed Unanimously**). Regarding the tabled reallocation, a decision was made by the EMAs present at the Working Group to include the computer upgrades as part of the reallocation. To purchase the computers, funding will be produced through a reduction in the quantity of items being purchased. The approved reallocations are attached to the minutes. A motion to approve reallocations to include \$5,000.00 for Kent County’s computer upgrade was made. (**Motion: Robert Newnam; Second: Major Monroe Hudson— Passed Unanimously**) (CLOSED)
 - b. **Homeland Security Advisory Council (SAC) Guidance** – Kurt Reuther: HSAC guidance places emphasis on the following areas for FY2011: Provide resources to DLLG and DTI for enhancement of cyber security, support additional resources to citizen awareness & preparedness activities, support DIAC enhancements and create and fund a learning management environment. In FY 2012, the SAC would like emphasis placed on developing programs based on capability to buy down/mitigate Delaware Risks, Public Health, and Real ID. It was noted -- a major shift in funding to support these priorities could impact the sustainability of first responder capabilities. The need to be agile to evolving threats and the need to sustain capabilities is a challenge the Working Group will move forward as a funding solution is developed.
 - c. **FY 2011 Homeland Security Grant Program**—The total FY2011 project request is \$9,762,388.60. The targeted amount for FY2011 funding is \$6.7 million. To reach the target, project list need to be reduced. Discussion was held on how to reduce the gap. Disciplines leads will make efforts to prioritize and reduce their funding requests prior to the next Working Group meeting. A motion was made to exempt sustainment projects

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Meeting Minutes
March 28, 2011

under T&E and to exempt planner positions from cuts. (**Motion: Lt. Bruce VonGoerres; Second: Colonel Dallas Wingate— Passed Unanimously**)

- d. **DHSTPWG Chairman Comments**—Director Turner—Congress has not appropriated funding for the Homeland Security Grant Program for FY2011. When the funding is appropriated, States have 30 days to deliver Investment Justifications and related documents. There is a requirement that 80% of the State Homeland Security Program (SHSP) Grant funding be allocated to local entities. When there is a variation to the 80/20 split, a Memorandum of Understanding must be approved. Coordination occurs with the Counties and League of Local Governments. There is focus on grant funding not being expended. In May, FEMA Region III will be visiting Delaware and disciplines should be prepared to discuss and justify expenditures and/or the lack of expenditures.
 - e. **New Employees**— Director Turner – Janet Berry and David Johnson were introduced and welcomed as new members of DEMA, in the Terrorism Preparedness Section.
- 5. The meeting adjourned at 3:15 p.m.
 - 6. Meeting Minutes prepared by Will Hayes.
 - 7. **Next Meeting— the next meeting is scheduled for April 11, 1:30 p.m.—DEMA Training Room.**



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachments: Attendance Roster and Reallocation Summary

Note: All Meeting Handouts are available upon request.

Delaware Homeland Security Terrorism Preparedness Working Group
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March 28, 2011

MEETING ATTENDANCE ROSTER	
Name	Agency
Voting Members	
Jamie Turner	Chairman
Colonel Dallas Wingate	DE National Guard
Allen Metheny	DE Volunteer Firefighter's Association
Monroe Hudson	Delaware State Police
William Topping	Delaware Police Chiefs
Mayor Carleton Carey	Delaware League of Local Governments
Bruce VonGoerres	Council on Police Training
Robert Newnam	DE Fire School
David Carpenter	NCC Emergency Management
Colin Faulkner	KC Emergency Management
Absent	Wilmington Emergency Management
Absent	SC Emergency Management
Dwayne Day	Public Works
Suzanne Raab-Long	DE Healthcare Association
Tim O'Hea	DHSS, Division of Public Health
Ellen Malenfant	DNREC
David Roberts	Public Safety Communications
Dave Mick	Emergency Medical Services
Sandra Ennis-Alexander	Department of Technology & Information
Absent	Department of Agriculture
Robert George	Citizen Corps
Working Group Members & Guests	
Kurt Reuther	Department of Safety and Homeland Security
Bryant Baker	Department of Technology & Information
Grayson Clarke	U.S. Attorney's Office
Joe Wessels	Delaware League of Local Governments
James Wright	Courts
Eric Huovinen	SC Emergency Medical Services
Harvey Velott	Delaware State Police
Lt Charles Condon	Delaware State Police
Diane Hainesworth	DHSS, Division of Public Health
Delaware Emergency Management Agency Staff	
Tony Lee	Principal Planner
Jennifer Dittman	Terrorism Preparedness Supervisor
Bob Pflaumer	Training Administrator
Courtney Emerson	Planner
Tom Nesbella	Planner
Will Hayes	Planner
Janet Berry	Technical Assistance Coordinator
David Johnson	Technical Assistance Coordinator
Jim Cubbage	NIMS Coordinator

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Reallocation Summary

FY06 LETPP, Investment 3 - The Law Enforcement WMD Committee has approved and is requesting reallocation of \$6,347.42 in cost savings to budget line 3404 to purchase EOD/SWAT equipment. The equipment is allowed per the Authorized Equipment List.

FY06 SHSP, Investment 3 – The Fire Service has two reallocations for FY06, investment 3. The discipline requests to reallocate \$29, 987.09 from FYY06 FS cost savings accrued in 8 fire service projects. The majority of the cost saving are in Sussex County Special Operation's equipment line. The funding will be used to purchase a truck which will serve as a primary equipment mover for the Sussex County Special Operation's trailers. Additionally, the Delaware State Fire School request to reallocation \$25,000 from the Harmless Hazards trailer project to a new project to replace current fit testing equipment. The Investment Project Team has approved the reallocation.

FY07 LETPP, Investment 3 - The Law Enforcement WMD Committee has approved and is requesting reallocation of \$18,000.00 from budget line 2980 (Gas Masks/Adaptive Equipment) to budget line 3405 EOD/SWAT Equipment to support the purchase of an EOD Robot. The equipment item is allowed per the Authorized Equipment List.

FY06/07 SHSP, Investment 1 – The EMA discipline has requested reallocation of \$55,525.04 in cost savings from several EMA budget lines in FY2006 and \$4,453.84 in cost saving from EMA budget lines in FY2007. Total cost savings in the amount of \$59,978.88 will be used for Security Enhancements (Card Reader System, X-Ray Machine, Suspect Package Containers, and Hand Held Metal Detectors) Fit Testing equipment, and Computer Upgrades. The equipment is allowed per the Authorized Equipment List. The Investment Project Team has approved the reallocation.

FY07, SHSP, Investment 8: - Public Health is requesting reallocation of \$5961.20 from cost saving from Sub-grant FY07-05 budget lines. The funding will be reallocated to budget line 3385 to provide additional funding for the purchase of trailers. The Investment Project Team has approved the reallocation. The trailers are allowed under the Authorized Equipment List.

FY09 SHSP, Investment 3 – Kent County EMS has requested reallocation of \$30,000.00 from Budget Line 3376 to purchase a gator and a trailer. The trailer will be used to transport the gator. The Medic-Gator will aid in the response to and transport of patients in tight locations at mass gathering. Gators have also been used for transferring hazmat team members from staging to hot zones, thus limiting physical demands on responders. This unit will also be supporting Kent EMS's base camp operations. The equipment is allowed per the Authorized Equipment List. The Investment Project Team has approved the reallocation.

FY09 SHSP, Investment 2 - The Law Enforcement (LE) WMD Committee is requesting reallocation of \$150,000.00 from budget line 3321 (fund two new analyst) to budget line 3334 (DIAC Enhancement). LE was allocated \$150,000 for two new intelligence analysts. The request was denied at Clearinghouse due to the freeze on creating new positions within State Government. The funding will be used for law enforcement software enhancements. Software is allowed under the Authorized Equipment List.